

# Approved

***City of York Board of Architectural Review  
Minutes  
May 1, 2023***

Members present:

Chairperson Beth Johnston  
Gary Stewart  
Linda Lowman  
Gene Gaulin  
Missy Coleman

Members absent:

Quinn Witte  
Diane Hanlon

Others present:

Zoning Administrator Blackston  
Planner Kim Womble  
(see sign in sheet)

Chairperson Beth Johnston called the meeting to order at 6:30 p.m.

**The first item of business** was approval of the draft Minutes from the April 3, 2023 meeting. Upon a Motion by Linda Lowman, seconded by Gene Gaulin, the Board unanimously approved the draft Minutes as submitted.

**The second item of business** was consideration of moving the fifth item of business, the placement of a storage building at 23 East Liberty Street, to the first item of public business. Upon a Motion by Gene Gaulin, seconded by Missy Coleman, the Board unanimously voted to move the item to the first item of public business.

**The third item of business** was consideration of a certificate of appropriateness (COA) application for the placement of a new storage building 23 East Liberty Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Gene Gaulin, seconded by Gary Stewart, the Board unanimously approved the application as submitted.

**The fourth item of business** was consideration of a certificate of appropriateness (COA) application for Crossroads Church of the Nazarene (church property) located at 308 North Congress Street for exterior renovations.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Gary Stewart, seconded by Gene Gaulin, the Board unanimously conditionally approved the application based on staff verifying HDCDS compliance.

**The fifth item of business** was consideration of a certificate of appropriateness (COA) application for Crossroads Church of the Nazarene (parsonage property) located at 310 North Congress Street for exterior renovations.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Missy Coleman, seconded by Gene Gaulin, the Board unanimously conditionally approved the application based on staff verifying HDCDS compliance and approving landscaping materials.

**The sixth item of business** was consideration of a certificate of appropriateness (COA) application for replacement windows, etc. at York Place located at 234 Kings Mountain Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.

2. The subject certificate of appropriateness application did not comply with the HDCDS.

After discussion and upon a Motion by Gene Gaulin, seconded by Linda Lowman, the Board unanimously denied the application as submitted due to non-compliance and lack of information.

**The seventh item of business** was consideration of a certificate of appropriateness (COA) application for a deck and stairs addition located at 3 South Congress Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

Upon a Motion by Chairperson Johnston, seconded by Gene Gaulin, the Board unanimously denied the application as submitted based on the Board member's having difficulty reading the information provided.

**The eighth item of business** was consideration of a certificate of appropriateness (COA) application for demolition located at 27 South Congress Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Missy Coleman, seconded by Linda Lowman, the Board unanimously approved the application as submitted.

**The ninth item of business** was consideration of a certificate of appropriateness (COA) application for exterior renovations located at 210 Kings Mountain Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Gene Gaulin, seconded by Linda Lowman, the Board unanimously approved the application as submitted.

**The tenth item of business** was documentation of certificate of appropriateness applications.

**The eleventh item of business** was an update regarding staff-approved certificates of appropriateness. Zoning Administrator Blackston indicated that there was one (1) staff-approved COA applications to report at this meeting.

There being no further business, the meeting was adjourned at 7:18 pm.

Respectfully submitted,

Amanda C. Blackston  
Zoning Administrator

cc: File, Board of Architectural Review 5/1/2023  
Dalton Pierce, City Manager